	NEWCASTLE MUNICIPALITY  TOP-LAYER SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN  DRAFT GOOD GOVERNANCE 2021*2022																						
TLSDBIP REFERENCE NUMBER	OUTCOME 9	NATIONAL KPA	BACK TO BASICS PILLAR	IDP PRIORITY	GOAL/OBJECTIVE S	STRATEGIES	KPI No. LINKED TO	KEY PERFORMANCE INDICATOR	KPI TYPE (INPUT, OUTPUT, OUTCOME, PROCESS)	UNIT OF MEASURE	BASELINE	DRAFT TARGET QUARTER ENDING 30 SEPTEMBER 2021	DRAFT TARGET QUARTER ENDING 31 DECEMBER 2021				DRAFT ANNUAL STANDARD/ACCUMULATIVE/ AVERAGE TARGETS(1 JULY 2021 -30 JUNE 2022)	RESPONSIBLE DEPARTMENT	FREQUENCY OF REPORTIN	IG PRIMARY SOURCE OF EVIDENCE	MSCOA CONFIGARATION	VOTE DESCRIPTION	BUDGET AMOUNT
TLSDBIP-GG001	Output 6: Administrative and financial capability.	Good Governance and Public Participation	Good . governance;	Accelerated Municipal Transformation and Corporate Development	To ensure good governance through openness, transparency and accountability in the organization.	Implementation of resolutions taken by council committees to ensure good governance through openness, transparency and accountability.	GG1.1.1	Percentage of council committee resolutions not addressed that are escalated to the Municipal Manager	Output	Percentage (%)	100%	100%	100%	100%	100%	100%	100%	Office of The Municipal Manager	Quarterly	Quarter 1-4: Progress report on the execution of reoclusion for all council commistees, proof of submission to the Accounting Officer after every meeting monthly proof of submission to the Accounting Officer and the calculation sheet.	s 10105010105	SALARIES	R 28 262 757
TLSDBIP-GG002	Output 6: Administrative and financial capability.	Good Governance and Public Participation	Good governance;	Accelerated Municipal Transformation and Corporate Development	To ensure good governance through openness, transparency and accountability in the organization.	To develop a system of delegation that will maximise administrative and operational efficiencies	GG1.2.1	Annual review and approval of Delegations Policy by Council by 30 June 2022	Output	Meeting minutes and delegations policy	Council approval of the Delegations Policy for Newcastle Municipality	Submission of the reviewed Delegations of Authority Policy for Newcastle Municipality to MANCO	Draft Review of the Delegations of Authority Policy for Newcastle Municipality	Submission of the reviewed Delegations of Authority Policy for Newcastle Municipality to MANCO and Draft Reviewed Delegations of Authority Policy	Council approval of the Delegations of Authority Policy for Newcastle Municipality	n/a	Annual review and approval of Delegations Policy by Council by 30 June 2022	Office of The Municipal Manager	Quarterly	O1 Monco minutes and attendance register O2. Draft Reviewed Delegations of Authority Policy including departmental comments and email communication to departments requesting comments O3: Executive committee minutes and council minutes approving the Delegations of Authority Policy	10105010105	SALARIES	R 28 262 757
TLSDBIP-GG003	Output 6: Administrative and financial capability.	Good Governance and Public Participation	Good . governance;	Accelerated Municipal Transformation and Corporate Development	To promote and enhance good governance in the organization.	To facilitate the implementation of an effective Risk Management System towards ensuring the achievement of the organizational objectives and service delivery targets.	GG2.1.1	Annual review of Risk Management Policy, Risk Management Methodology, Anti-Fraud & Corruption Strategy, Business Continuity strategy and Combined Assurance Strategy by Council in 30 June 2022	Output	Minutes of meetings, Policy and Strategy	Approval of Risk Management Policy, Risk Management Methodology, Anti-Fraud & Corruption Strategy, Business Continuity policy for 2021/22 by Council	I. Implementation of Risk Management Policy , Risk Management Methodology, Anti-Fraud & Corruption Strategy, Business Continuity strategy and Combined Assurance Strategy for 2021/22 presented to MANCO and EXCO.     2.Submission of Risk Management Politics Bisk Management Politics Bisk Management Politics Bisk Districts and Politics Bisk Management Politics Bisk Districts Annual Politics Bisk Districts Annual Politics Bisk Districts Annual Politics Bisk Districts	Conduct awareness's and Workshop to Municipal employees and management on (Risk Management Policy , Risk Management Mehocology, Anti- Fraud & Corruption Strategy, Business Continuity strategy and Combined Assurance Strategy for 2022/23)		Workshop Councillors on Risk Management Policy , Risk Management Methodology, Anti Fraud & Corruption Strategy, Business Continuity strategy an Combined Assurance Strategy for 2022/23	Methodology, Anti-Fraud & Corruption Strategy, Business d Continuity strategy and	Approved Risk Management Policy, Risk Management Methodology, Anti-Fraud & Comption Strategy, Business Continuity strategy and Combined Assurance Strategy by Council by 30 June 2022	Office of The Municipal Manager	Quarterly	O1 Manco, EXCO and AC minutes and attendance regists Q2. Employee and Management(MANCO)/Workshop and awareness standance registers (AC council attendance registers and program. Q4 Council resolution for approval Risk Management PloSor, Risk Management Methodology Ans-Fraud & Corruption Strategy, Business Continuity poli Management Policy and strategy, Anr-Fraud & Corruption Policy and strategy, Anr-Fraud & Corruption Policy and strategy, Policy and strategy, Policy and strategy, Policy and strategy for 2022/23	of 10105010105	SALARIES	R 28 262 757
TLSDBIP-GG004	Output 6: Administrative and financial capability.	Good Governance and Public Participation	Good . governance;	Accelerated Municipal Transformation and Corporate Development	To promote and enhance good governance in the organization.	To facilitate the implementation of an effective Risk Management System towards ensuring the achievement of the organizational objectives and service delivery targets.	GG2.1.2	Annual risk assessment report for 2022/23 as approved by Audit Committee in 30 June 2022	Output	Minutes of Audit Committee meetings and Reports	Annual Risk Report for 2021/22 approved by Audit Committee by June 2021	N/A	N/A	N/A	Submission of Draft Risk     Assessment report 2022/23 to     Manco and Extor. 2 Submissio     of Annual Risk Assessment     Report 2022/23 to Audit     Commisse for     recommendations	1. Submission of Risk Assessment Report (Strategic Risk Register) for 2022/3 to COGTA by 31 May 2022. 2. Submission of Annual Risk Assessment Report for 2022/2 50 rapproval by Audit Committee in 30 June 2022. 3. Submission of an Approved Risk registers to Internal Audit	Annual risk assessment report for 2022/23 as approved by Audit Committee by 30 June 2022	Office of The Municipal Manager	Quarterly	O3.Draft Strategic Risk Register for 2022/23, Minutes an Attendance Registers for Manco, Exco and Audit Committee, Armal risk assessment report for 2022/23 are Assessment Report for 2022/23, Audit Committee Minute and attendance register, acknowledgement from COGT/ and acknowledgement from internal Audit (email).	10105010105	SALARIES	R 28 262 757
TLSDBIP-GG005	Output 6: Administrative and financial capability.	Good Governance and Public Participation	Good governance;	Accelerated Municipal Transformation and Corporate Development	To promote and enhance good governance in the organization.	To facilitate the implementation of an effective Risk Management System towards ensuring the achievement of the organizational objectives and service delivery largets.	GG2.1.3	Quarterly monitoring of implementation of risk management action plans submitted to Just Committee	Output	Number	4	1	1	2	1	1	4	Office of The Municipal Manager	Quarterly	Quarter 1 - 4 Quarterly progress report on implementation of risk management action place. Minutes and attendance register of Audit Committee	10105010105	SALARES	R 28 262 757
TLSDBIP-GG006	Output 6: Administrative and financial capability.	Good Governance and Public Participation	Good governance;	Accelerated Municipal Transformation and Corporate Development	To promote and enhance good governance in the organization.	To facilitate the implementation of an effective Risk Management System towards ensuring the achievement of the organizational objectives and service delivery targets.	GG2.1.4	Quarterly progress reports on implementation of management action plan to AG findings submitted to Audit Committee and MPAC	Output	Number	4	1	1	3	1	1	4	Office of The Municipal Manager	Quarterly	Cuarter 1-4 Quarterly progress report on implementation of management action plan to AG findings, Minutes and standance register of Audit Committee, Quarter 2 Minutes and attendance register for MPAC on implementation of AG action plan.	10105010105	SALARIES	R 28 262 757
TLSDBIP-GG007	Output 6: Administrative and financial capability.	Good Governance and Public Participation	Good governance;	Accelerated Municipal Transformation and Corporate Development	To promote and enhance good governance in the organization.	To facilitate promote, ensure and encourage compliance with relevant legislations	GG2.1.5	Number of Quarterly compliance monitoring reports (checklist) submitted to Audit Committee	Output	Number	4	1	1	2	1	1	4	Office of The Municipal Manager	Quarterly	Quarter 1-4: Quarterly Compliance report (checklist), Minutes and attendance register of Audit Committee	10105010105	SALARIES	R 28 262 757
TLSDBIP-GG008	Output 6: Administrative and financial capability.	Good Governance and Public Participation	Good . governance;	Accelerated Municipal Transformation and Corporate Development	governance by governance by providing assurance to council on internal controls, risk management and governance	Providing recommendations and advice to management to improve internal controls, risk management and governance processes.	GG3.1.1	Percentage of Projects implemented as per Internal Audit Plan	Process	Percentage (%)	100%	100%	100%	100%	100%	100%	100%	Office of The Municipal Manager	Quarterly	Quarter 1-4: Progress report against approved Internal Aus Plan and Internal audit reports	it 10105010105	SALARIES	R 28 262 757
TLSDBIP-GG009	Output 6: Administrative and financial capability.	Good Governance and Public Participation	Good governance;	Accelerated Municipal Transformation and Corporate Development	governance by providing assurance to council on internal controls, risk management and governance	Providing recommendations and advice to management to improve internal controls, risk management and governance processes.	GG3.1.2	Number of Audit Committee meetings convened	Output	Number	9	1	1	2	1	1	4	Office of The Municipal Manager	Quarterly	Quarter 1-4: Audit committee minutes and attendance register	10105010105	SALARIES	R 28 262 757
TLSDBIP-GG010	Output 6: Administrative and financial capability.	Good Governance and Public Participation	Good . governance;	Accelerated Municipal Transformation and Corporate Development	To ensure good governance through openness, transparency and accountability in the organization.	To provide effective and efficient legal support services	GG1.3.1	Percentage of contracts drafted and vetted as requested by departments	Output	Percentage (%)	100%	100%	100%	100%	100%	100%	100%	Office of The Municipal Manager	Quarterly	Quarter 1-4: Registers of all contracts received with a dat received and date finalised, contracts vetted and drafted with calculation sheet and confirmation from each SED or contracts that legal services was requested to draft and ve	10105010105	SALARIES	R 28 262 757
TLSDBIP-GG011	Output 6: Administrative and financial capability.	Good Governance and Public Participation	Good governance;	Accelerated Municipal Transformation and Corporate Development	To ensure good governance through openness, transparency and accountability in the organization.	To provide effective and efficient legal support services	GG1.3.2	Percentage of objections addressed within 60days as per SCM Regulations	Output	Percentage (%)	100% of objections resolved within 60days	100% of objections resolved within 60days	100% of objections resolved within 60days	100% of objections resolved within 60days	100% of objections resolved within 60days	100% of objections resolved within 60days	100% of objections resolved within 60days	Office of The Municipal Manager	Quarterly	Quarter 1 - 4: Objections register with dates of objection received and resolved. Objections, communication to Objectors and Calculation sheet and confirmation from ead SED on contracts that legal services was requested to dra- and vet.	h 10105010105	SALARIES	R 28 262 757
TLSDBIP-GG012	Output 5: Deepen democracy through a refined Ward Committee Model.	Good Governance and Public Participation	Accelerated Municipal Transformation and Corporate Development	Accelerated Municipal Transformation and Corporate Development	communities and stakeholders informed and involved in the affairs of the Municipality To keep internal &	To improve both internal and external communication	GG4.1.1	Quarterly Ward Functionality Reports compiled in preparation for COGTA Assessment	Output	Number	4	1	1	2	1	1	4	Development Planning and Human Settlements	Quarterly	Q1 - Q4: Internal assessment of the consolidated report signed off by SED	10105010105	SALARIES	R 28 262 757
TLSDBIP-GG013	Output 6: Administrative and financial capability.	Good Governance and Public Participation	Good . governance;	Accelerated Municipal Transformation and Corporate Development	external communities and stakeholders informed, empowered and involved by 2022	To develop and implement an optimal communication strategy	GG5.1.1	Annual review of the Communication Strategy by Council by June 2022	Output	Manco, Exco and Council minutes and Communications Strategy	Approval of The Communications Strategy by Council	Submission of Draft Communication Strategy to Manco for comments	Submission of Draft Communications Strategy to Exco for recommendation	Submission of the Draft Communications Strategy to Manco and Exco	Draft Communications Strategy with departmental comments and Council Workshop	Approval of Communication Strategy by Council	Approval of The Communications Strategy by Council in June 2022	Office of The Municipal Manager	Quarterly	Q1 Manco minutes and attendance register Q2 Exo minutes and attendance register Q3 Draft Communication Strategy with departments comments and Councilors Workshop and attendance register Quarter 4 Communication Strategy and Council Resolution	10105010105	SALARIES	R 28 262 757
TLSDBIP-GG014	Output 6: Administrative and financial capability.	Good Governance and Public Participation	Good governance;	Accelerated Municipal Transformation and Corporate Development	To ensure that the municipality has and maintains an accountable and standardised ICT systems	To facilitate the annual implementation of good ICT governance processes	GG6.1.1	Percentage of ICT issues addressed at the ICT steering committee meetings	Output	Percentage (%)	100%	100%	100%	100%	100%	100%	100%	Office of The Municipal Manager	Quarterly	Quarter 1-4: ICT Steering Committee Minutes, attendance register, ICT register of issues raised and addressed with calculation sheet	10105010105	SALARIES	R 28 262 757
TLSDBIP-GG015	Output 6: Administrative and financial capability.	Good Governance and Public Participation	Good - governance;	Accelerated Municipal Transformation and Corporate Development	To obtain a clean audit on the Audit of Performance Objectives by 2022	To ensure good governance through openness, transparency and accountability in the organization.	GG7.1.1	Quarterly performance reports submitted to Audit Committee (Quarter 1: APR Quarter 2-4: Top Layer SDBIP)	Output	Number	4	1 (Annual Performance Report 2020/21)	1 (Quarter 1 Performance Report)	2 (Annual Performance Report and Quarter 1 Performance Report)	1 (Quarter 2/Section 72 Mid-yes Performance Report)	r 1 (Quarter 3 Performance Report)	4 (Annual Performance Report, Quarter 1 Performance Report, Quarter 2/Section 72 Mid-year Performance and the Quarter 3 Performance Report)	Office of The Municipal Manager	Quarterly	Quarter 1-4: Audit Committee Minutes	10105010105	SALARIES	R 28 262 757
TLSDBIP-GG016	Output 6: Administrative and financial capability.	Good Governance and Public Participation	Good governance;	Accelerated Municipal Transformation and Corporate Development	To promote good governance through the Annual performance reporting process	To ensure compliance with Annual report process	GG8.1.1	Approval of the Annual Report and Oversight Report by the 31st March 2022	Output	Reports	Tabling of The Annual Report to Council by 31 January 2021 and Approval of Annual Report and Oversight Report by 31 March 2021	Submission of the Annual Report to the Auditor General's Office by the 31st of August 2021	N/A	N/A	Tabling of The Annual Report to Council by 31 January 2022 an Approval of Annual Report and Oversight Report by 31 March 2022	1	Tabling of The Annual Report to Council by 31 January 2022 and Approval of Annual Report and Oversight Report by 31 March 2022	Office of The Municipal Manager	Bi-annual	Quarter 1: Signed acknowledgment of receipt by the Audit Generats Office for the Annual Report Quarter 3: Council Minutes for the tabling of the Annual report in January 2020 and Council Minutes for the approval of the Annual Report and Oversight Report by the 31 March 2021.	of 10105010105	SALARIES	R 28 262 757
TLSDBIP-GG017	Output 7: Single window of coordination.	Good Governance and Public Participation	Putting people . first;	Accelerated Municipal Transformation and Corporate Development	To ensure the development and the maintenance of credible IDP	To develop IDP in line with 5th generation guide packs / guidelines	GG9.1.1	Review and Adoption of IDP by 31 May 2022	Output	Reports	Review and Adoption of IDP by 31 May 2021	Approved process plan by 31 August 2021	N/A	Approved process plan by 31 August 2021	Tabling of Draft IDP to Exco and Council by 31 March 2022	Review and Adoption of IDP by Exco and Council by 31 May 2022	Review and Adoption of IDP by 31 May 2022	Development Planning and Human Settlements	Quarterly	Quarter 1:Council resolution, Q2 N/A, Q3 Council resolution Q4 Council Resolution	10105010105	SALARIES	R 28 262 757
TLSDBIP-GG018	Output 7: Single window of coordination.	Good Governance and Public Participation	Putting people first;	Accelerated Municipal Transformation and Corporate Development	To ensure the development and the maintenance of credible IDP	To ensure that a Public Participation process is followed for the IDP review	GG9.2.1	Number of IDP RF meetings held	Output	Number	3	N/A	1	1	1	1	3	Development Planning and Human Settlements	Quarterly	Quarter 2-4: attendance Register and minutes of IDP RF Meetings	10105010105	SALARIES	R 28 262 757